

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-306-17-000049-OM
2. ISSUANCE DATE:	July 19, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	August 01, 2017
4. POSITION TITLE:	Human Resources Specialist
5. MARKET VALUE:	GS-11 (\$52,329 - \$68,025) In addition 35% post differential and 35% danger pay is currently authorized at this location.
6. PERIOD OF PERFORMANCE:	13 months with an option for renewal
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. SECURITY LEVEL REQUIRED:	Moderate Risk Public Trust

9. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract**

The incumbent reports directly to the Executive Officer (EXO) and is a member of the HR team in USAID/Afghanistan Executive Office.

The incumbent performs a variety of Human Resources and contracting functions related to U.S., Third Country National, and Cooperating Country National Personnel Services Contract (PSC) positions and employees. The incumbent assists the EXO in planning, directing and administering the full range of personnel services provided to U.S. Direct Hire (USDH), U.S. Personal Services Contractors (USPSC), Third Country National Personal Services Contractors (TCNPSC), and Cooperating Country National (CCNPSC) employees to include awards, staff training, employee evaluation systems, benefits, allowance and counseling, etc. with special focus on recruitment, position management, and contracting.

2) Statement of Duties to be Performed

In coordination with the EXO, the incumbent manages following programs:

1. **Recruitment Functions:** The incumbent engages in the Mission's staffing short and long term efforts to recruit US and TCN Personal Services Contractors (US/TCNPSCs). The incumbent verifies the validity of the positions to be solicited for, obtains the appropriate funding information from the Office of Financial Management (OFM), completes the required documentations to initiate the recruitment process, drafts and posts solicitations/announcements, and fully participates/engages in the coordination of interviews, testing and the applicant selection process. In consultations with the EXO, the incumbent conducts negotiations and prepares or oversees the preparation of personal services contracts and contract modifications for USPSC and TCNPSC employees. The incumbent also provides an oversight and mentorship to the junior CCN personnel

in obtaining the required clearances, drafting of contracts and modifications, preparation of personnel transactions in accordance with the Mission's recruitment policy.

The incumbent oversees the assistance rendered to newly assigned personnel, both before and after their arrival at Post, advises on employee services such as housing, Mission granted privileges, post protocol, and employment related benefits. Within this function, the incumbent manages the Mission's check-in process for new arrivals, as well as the check-out procedures for departing employees. The incumbent oversees staff coordination with the Embassy on matters relating to notifications of arrival and departure, requests for visas. The incumbent interprets regulations and makes sure employees are informed of all matters affecting assignments, performance evaluations, leave and retirement policies, health benefits, and insurance allowances.

2. Cooperating Country National Personnel Program: The incumbent engages in the recruitment process to fill new or vacant positions while providing oversight and participates in the interviews, testing and selection process of applicants. The incumbent reviews position descriptions and provides technical guidance and assistance to employees and supervisors on position evaluation matters; conducts position classification reviews; participates in planning of career development for local personnel, including counseling, identification of training opportunities, and development of Mission-specific training programs. The incumbent manages personnel transactions, inclusive of maintenance of permanent personnel records. The incumbent is relied upon to interpret regulations, and to assure employees are informed of all matters affecting employment, employee placement, personal services contracting, performance evaluation, leave, retirement policies, health benefits, and insurance allowances. The incumbent also participates and supports the preparation and planning of Operational Expenses and Program funding for positions and actively engages in obtaining the appropriate clearances at all levels and as needed.
3. Training and Development Programs Coordination: The incumbent participates in the administration of the Mission's annual training programs and provides oversight to the preparation of the annual training plan for all the staff. The incumbent provides advice and support to the Mission Training Committee (as needed) in the identification of training needs, allocation of training funds, development of mission and regional training opportunities, nominations to USAID leadership courses, monitors on-the-job training of employees; e.g., by reviewing training reports submitted by supervisors and trainees themselves, takes follow-up action to assure that employees receive the needed training, answers inquiries about available training, and clarifies eligibility requirements and application procedures. The incumbent advises management on comprehensiveness of the benefits and on-going training needs, identifies ways to prioritize training and development programs, provides guidance in developing individual development plans to assist employees in reaching short and long-term career goals, and provides career counseling to employees to assist in identifying realistic career objectives and in determining required qualifications and training.

4. Awards Program: The incumbent participates in the administering the Agency's Awards program and serves as a liaison (when needed) with the Embassy for the Joint Incentive Awards Program; receives awards nominations and obtains background information related to nominees, screens nominations to ensure that regulations are followed in regards to eligibility and recommended awards, forwards nominations and related information to the Embassy/HR for the Joint Awards Committee decisions.
5. Reports and Records: The incumbent prepares, or oversees the preparation of various Mission and USAID HR reports, as required or requested, and oversees the upkeep and maintenance of all HR records.
6. Classification and Position Management: The incumbent provides management with insight in establishing organizational structures that are efficient, cost effective, supports the desired grade levels, and facilitates career development. The incumbent is required to apply the full range of position classification and position management principles, policies, concepts, practices, and techniques sufficient to make fine distinctions in the proper crediting of factor levels and ultimate allocation of grade levels to positions. The incumbent communicates grade distinctions to management with supporting criteria and justification, provides recommendations to management on organizational design with emphasis on career development principles and practices; relates position classification to the management process and other HR programs.
7. Operational Support: As a member of the HR Unit the incumbent works closely with the travel team members to coordinate and support the arrivals and check-in of the Agency's personnel (permanent and short term staff) and departures (check-out) and clearance process of Mission staff that are transferring or repatriating. This support is also extended to support providing of Temporary Duty (TDY) deployed personnel to post. The incumbent ensures that services provided meet all legal, regulatory, procedural, and policy requirements of the specialized personnel program areas; directs the clerical and administrative functions essential to the processing and documentation of personnel actions; assists in developing and implementing reorganizations/ realignments as needed to reflect changing Mission objectives and priorities. The incumbent participates in the preparation of annual budget estimates to assure that personnel requirements and wage adjustments are adequately provided for and ensures timely and accurate updates to USAID staffing databases. The incumbent oversees preparation and issuance of periodic staffing reports; coordinates with the Embassy on preparation and review of differential reports, compensation survey report, and other reports required by USAID/Afghanistan and the Department of State.

10. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

11. POINT OF CONTACT:

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000049-OM Human Resources Specialist** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview.

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. Education:** A Bachelor's degree in management, business administration, public administration, human resources management, law, organizational development or closely related field is required. (Educational requirement must be met at the time of application for the subject position).
- b. Work Experience:** A minimum of 5 (five) years of work experience in human resources/personnel management of which at least 2 (two) years of progressively responsible experience in a direct engagement of activities that involves recruitment, policy interpretation, position classification, position analysis and contract/agreement management, and technical guidance providing with a reputable international organization, governmental/non-governmental institution, public/private organization that has a multi-cultural working environment is required. (Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS:

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a Third Country National Personnel Service Contractor (TCNPSC). "Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses. ⁱ
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk/Public Trust employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

2. EVALUATION FACTORS:

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 - 1000 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: KNOWLEDGE

In 1000 words or less, outline how you have demonstrated your knowledge in Human Resources Management; provide examples of your success in one or more of the position's responsibilities: recruitment, contracting, training and development program coordination, awards program, HR reports and records, position classification, position management, operational support, etc.

FACTOR #2: WORKING INDEPENDENTLY

In 500 words or less, outline how you have demonstrated an ability to work independently, manage competing due dates, and/or manage a complex negotiation.

FACTOR #3: CONTINUOUS LEARNING

In 500 words or less, outline how you applied what you learned in formal education to the workplace, compared to what you have learned through on-the-job experience.

3. BASIS OF RATING:

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1	15 points
Factor #2	15 points
Factor #3	15 points

Interview Performance: 55 points

Interview questions will revolve around the candidate's propensity to:

- Work effectively in a multi-cultural, multi-disciplinary environment;
- Quickly adjust to a challenging operational tempo;
- Communicate fluently in English showing the ability to effectively deal with HR related issues;
- Reveal ability to pay attention to detail while being patient enough to be able to mentor others the intricacies of recruitment, contracting, training and development, awards program, HR reports and records, position classification and position management.

Satisfactory Professional Reference Checks: Pass/Fail (no points assigned).

Total Possible Points: 100

IV. APPLYING

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: www.usaid.gov/sites/default/files/documents/1866/a302-3.doc;
2. A current curriculum vitae (CV) or resume;
3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor;
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation, and how the applicant believes their experience and skills meet or exceed these criteria. The CV/resume must contain sufficient relevant information to evaluate the application in

accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide education documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

The Agency retains the full right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (Applicable to employees meeting eligibility requirements)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)

- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs and CIBs apply to this contract. Additionally, AIDAR Appendixes J applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

Only short listed candidates will be contacted.

ⁱ **ADS 309.3.3 a**

“United States Personal Service Contractors takes hiring preference over Third Country National Personal Service Contractors.” USAID/Afghanistan staffing limitations require this solicitation to be open to Third Country Nationals only.